ADVERT ID 144318

Secretary

St Kevin's School (Scoil Chaoimhín Naofa)

Laragh Glendalough A98TR96
https://www.scoilchaoimhinnaofa.ie/

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Oct 23 2020 13:18:13
Application Closing Date:	Mon Nov 2 2020
Commencement Date:	Thu Nov 12 2020
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	9
Current Enrolment:	135
Droichead school:	Yes

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: The Board of Management of Scoil Chaoimhín Naofa invites applications for the post of Part-time (20 hours per week) Secretary, covering the school calendar year. The successful candidate will manage the school office/reception in a welcoming and professional manner and will be an integral part of the school community.

This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training. Induction training will be facilitated.
The ideal candidate should have:

• Excellent communication, interpersonal and organisational skills
• Competency in maintaining financial accounts, payroll and day to day petty cash.
• Excellent Word Processing, Excel, Publishing and general IT Skills
• Preferably experience in using online data platforms including Aladdin, OLCS & Payroll
• Ability to write letters/emails with fluency and accuracy
• Experience in working in a child centred environment desirable.
• A clear understanding of and adherence to GDPR regulations

Other skills required:

A high level of confidentiality
Ability to plan and work efficiently on their own initiative
Ability to be flexible, consistent with nature of post
Ability to work in close co-operation with the school principal and staff

Letter of application, including CV should be sent to the Chairperson at the following email address: secretaryapplicationscn@gmail.com

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APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	16924Q
Apply To:	Laragh Glendalough A98TR96
County:	Wicklow
Enquiries To:	secretaryapplicationscn@gmail.com 0404 45460
Website:	https://www.scoilchaoimhinnaofa.ie/

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